Effective Date: April 9, 2000

STATE OF WISCONSIN CLASSIFICATION SPECIFICATION

CURATOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future positions which perform professional curatorial functions. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional curatorial positions found at the State Historical Society and the University of Wisconsin. Positions allocated to this classification are responsible for collection acquisition and refinement, development of collection and exhibits policies, research, maintenance, providing educational and interpretive programs, etc.

C. Exclusions

Excluded from this classification are the following types of positions:

- 1. Positions which, for a majority of the time (i.e., more than 50%) perform duties such as acquisition, appraisal, arrangement, description, documentation, presentation, records management, and/or reference of archival materials and are more appropriately classified as Archivists.
- 2. Positions which, for a majority of their time (i.e., more than 50%) perform duties which are clerical or paraprofessional activities in support of Curators and are more appropriately classified within the Program Assistant series.
- 3. Positions which, for a majority of the time (i.e., more than 50%), perform professional tasks such as reference, cataloging, circulation, acquisitions, bibliographic instruction, and collection development and are more appropriately classified as Librarians.

- 4. Positions which meet the statutory definitions of supervisor or management positions as defined in Wis. Stats. 111.81 (19) and (13) as administered and interpreted by the Wisconsin Employment Commission.
- 5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITION

CURATOR

Positions in this classification perform professional curatorial work at the State Historical Society or the University of Wisconsin. Positions are responsible for one major area of curatorial work such as (1) collections acquisitions, documentation and care (Museum Registrar), (2) exhibit conceptualization, research and development, (3) the research development and presentation of educational programming based upon museum collections and/or exhibits or (4) the interpretation of exhibits or historic sites through living history, demonstration and other interpretive techniques. Collections curators may also have responsibility for an entire site's collection or a portion of a larger museum collection (such as decorative arts or technological artifacts). Depending on the curatorial area, activities performed may include researching, cataloging, writing for publication, developing policies and procedures, exhibit conceptualization and installation, developing and presenting educational programs, or the training of guides, docents and interpreters. Additionally, positions may also have significant responsibilities for a second major area of curatorial work. For example, a curator might have responsibility for an important collections area as well as the research and development of major permanent and/or temporary exhibits. A curator at a historic site might have responsibility for both the collections and the interpretation at that site or area and significant administrative responsibilities in addition. A curator of education might be responsible not only for the development of museum programming, but also for other educational/interpretive functions (such as publications, promotion or the recruitment and training of guides). This work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective April 9, 2000, and announced in Bulletin CLR/SC-110 to describe positions which perform professional curatorial positions within the State Historical Society and University of Wisconsin. The creation of this classification resulted by collapsing Curator, Curator-Objective, and Curator-Senior into a single-level classification. Curator, Curator-Objective, and Curator-Senior were abolished effective April 9, 2000, and announced in Bulletin CLR/SC-110.